



**USE COVER PAGE ON CD**

# SEPA FACILITATORS GUIDE

## Table of Contents

	Page
<b>Introduction to the Facilitators Guide for SEPA . . . . .</b>	<b>03</b>
<b>Ongoing Activities for SEPA Facilitator. . . . .</b>	<b>08</b>
<b>Session 1: The Impact of HIV and AIDS on Our Community Agenda. . . . .</b>	<b>11</b>
<b>Session 2: HIV and AIDS, Other Sexually Transmitted Diseases, Human Anatomy, and Human Sexuality . . . . .</b>	<b>63</b>
<b>Session 3: How to Prevent HIV and Other Sexually Transmitted Diseases. . . . .</b>	<b>120</b>
<b>Session 4: Ways to Improve Communication with Our Partners. . . . .</b>	<b>164</b>
<b>Session 5: Relationship Violence, HIV Risk, and Safety Measures. . . . .</b>	<b>212</b>
<b>Session 6: Commencement and Welcome to a Brighter Future. . . . .</b>	<b>261</b>

## INTRODUCTION TO THE FACILITATORS GUIDE FOR SEPA

Welcome to SEPA. SEPA is an acronym for Salud, Educación, Prevención y Autocuidado which translates to Health, Education, Prevention and Self-Care in English. SEPA is a six session HIV prevention intervention that was developed to reduce risky behaviors among heterosexually active Latinas at risk for HIV infection due to unprotected sex.

SEPA provides culturally competent information on HIV, STDs, and domestic violence as well as skill-building exercises on condom use and negotiation and interpersonal communications. You are encouraged to read the Implementation Manual for SEPA to learn more about the intervention.

This Facilitators Guide provides a scripted curriculum for facilitators who implement SEPA face-to-face with clients. These scripts were not designed to be memorized, but rather to provide the information, messages, and instructions that need to be communicated to participants. As you become more comfortable with the materials, you are welcome to paraphrase the scripts to fit your personality and style while communicating all of the content and substance of the intervention. You may also want to use jargon or local expressions that are most fitting for participants.

Preparation is the key to a successful session. Take time to read this document and practice the activities so that participants can get the most benefit from the intervention.

### How to Use the Facilitators Guide

#### Icons

## SEPA Facilitators Guide

---

The Facilitators Guide uses the following icons to highlight important session components.

 Purpose	 Time
 Core Elements	 Facilitator's Note
 Group Activity	 Equipment, Supplies, Materials
 Review	 Discussion
 Tips For Success	 Homework
 DVD	 Slides
 Demonstration	 Practice Exercises
 Role-Play	 Evaluation

### Participant Workbook

The Participant Workbook includes activity worksheets and homework assignments. Each participant should be given a workbook at the beginning of Session 1. Some women may want to take their workbooks home to share the information they learned with others. This should be encouraged with caution because the workbooks contain information on HIV and STD

## SEPA Facilitators Guide

---

prevention and intimate partner violence, and some women may not want their partners to see them. If participants express concerns about bringing the workbooks home, allow them to leave their workbooks with you.

### Slides

SEPA uses PowerPoint slides to accommodate participants who learn by visual cues. Practice using the slides prior to implementing SEPA. Remember to turn off the projector when the slide set for a particular activity or discussion is completed. Keeping slides showing when they are not needed is distracting to participants.

### **Program Strategies**

SEPA uses discussions, demonstrations, role-plays, and homework assignments to provide participants with HIV prevention information and to build skills necessary to reduce their HIV risk.

### Discussion

One of SEPA's goals is to facilitate dialogue between the facilitator and participants. Activity purpose, instructions, processing questions, and time frames are provided for each of the discussions and practice exercises.

### Demonstrations and Role-Plays

SEPA uses demonstrations to promote skill building; for example there are demonstrations on how to use both male and female condoms.

Role-play allows participants to practice newly learned skills with fellow participants. Role-plays build self-efficacy to promote safe sex behaviors.

### Homework Assignments

Homework assignments are given at the end of each session to help reinforce what participants have learned. Participants discuss their experiences in completing the homework assignments at the beginning of the next session. As facilitator, it is your job to stimulate discussion about these experiences to enhance participants' comprehension of important prevention messages and help them see how the material presented in SEPA affects them personally.

### Materials and Equipment

Each session of SEPA includes a list of materials and equipment. A master checklist for the entire program appears below:

- ☐ Facilitators Guide
- ☐ Participant Workbooks
- ☐ CD of Session PowerPoint slides
- ☐ LCD projector
- ☐ Laptop computer
- ☐ Screen
- ☐ DVD player
- ☐ TV
- ☐ Podium
- ☐ Newsprint
- ☐ Easel Stand
- ☐ Paper
- ☐ Markers
- ☐ Pens and pencils
- ☐ Nametags
- ☐ DVD: “Mi Hermano”
- ☐ Collage Poster: Who has HIV or AIDS? (this should be created before Session 1)
- ☐ Male Condoms
- ☐ Female Condoms
- ☐ Bottles for female condom demonstration — enough for one bottle for every two participants (the opening or mouth of the bottle should be about two inches in diameter)
- ☐ Penis models for male condom demonstrations – enough for one model for every two participants

## SEPA Facilitators Guide

---

- ☐ Hat or bowl
- ☐ Tissues
- ☐ Brochures on community resources on domestic violence, mental health, social services, and immigration services, including agencies that serve children
- ☐ Copies of Thank You notes, with some already prepared (see template on the last page of the Participant Workbook)
- ☐ Certificates of Completion (These should be created prior to session 6)

### ONGOING ACTIVITIES FOR SEPA FACILITATOR

As facilitator, please review these needed ongoing activities to help ensure the success of SEPA.

On a regular basis, **discuss recruitment** efforts with recruitment staff, including eligibility screening of potential SEPA participants

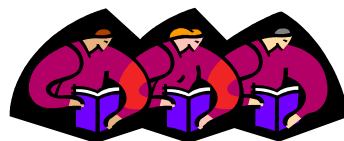
At least four times a year, **check that there are sufficient numbers of eligible clients** for each of the cycles to be conducted during the project year (e.g., 8 cycles with 15 eligible clients identified for each cycle; 12 eligible clients should be enrolled and should attend session 1 of each cycle)



**Check** that there are at least 12 eligible women for each upcoming cycle



At least twice a year, **review the referrals** you made for SEPA participants and check with referral agencies to see if they continue to provide the services you suggest for SEPA participants; check to see if there are new agencies appropriate for SEPA participants and update your material on referrals as needed





## SEPA Facilitators Guide

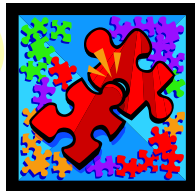
Make sure you have the necessary equipment, supplies, and materials for participants prior to starting each upcoming cycle and session



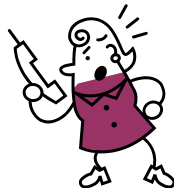
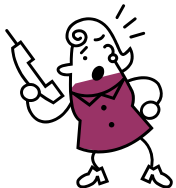
If you provide refreshments during sessions, **make sure** they are available, including cups, plates, utensils, and napkins



If on-site child care services are made available to participants, **remind** providers of the location and times for each session



**Telephone and/or email participants** to remind them several days in advance of the next scheduled session



**Meet with program monitoring and evaluation (M&E) staff and quality assurance (QA) staff** on a regular basis to review data collection tools and checklists used to monitor fidelity to core elements

**Meet with supervisor** on a regular basis to discuss issues, concerns, successes, and implementation with fidelity to core elements

**Meet with supervisor and M&E and QA staff** on a regular basis to review M&E and QA reports, as well as client evaluations, and discuss ways to improve how SEPA is implemented



Participate in training workshops and professional development activities to keep up to date on group facilitation, HIV and STD prevention, and issues in domestic violence

